

Monmouth University

School of Education Academic and Professional Dispositions Review Committee

Procedure

Purpose

The purpose of this committee is to allow the School of Education to address academic and disposition issues that are unresolved at the department level. The committee will review all documentation included with the referrals, engage in fact finding dialogue with all parties involved, and take action toward resolution.

Rationale

Monmouth University's School of Education (SOE) aims to improve processes on a continuous basis that support student learning while complying with State licensing and regulatory requirements, university policies and procedures and accreditation. An improved process for academic and professional dispositions is necessary to provide a mechanism to ensure candidates are prepared to enter their prospective education fields both academically and with the professional dispositions required of P-12 schools.

Monmouth University's School of Education (SOE) is an CAEP accredited institution that focuses on research-based teacher preparation with an emphasis in clinical practice in the departments of Curriculum and Instruction, Special Education, Educational Counseling and Leadership, and Speech-Language Pathology.

The SOE Academic and Professional Dispositions Review Committee (APDRC) Membership.

The APDRC consists of administrators, faculty and advisors to ensure all cases are reviewed fairly by an impartial multidisciplinary committee. A pool of five standing committee members will include the Associate Dean and representatives from each of the four departments (curriculum and instruction, educational counseling and leadership, special education, speech and language pathology). The representative can be a faculty member or an advisor/clinical coordinator from the department. The APDRC Coordinator requests a representative for each department from the department Chair. A minimum of three APDRC members must review each case. An APDRC coordinator will be appointed by the Dean. If a committee member has a conflict of interest in participating in the hearing, another member will be designated to serve on the committee.

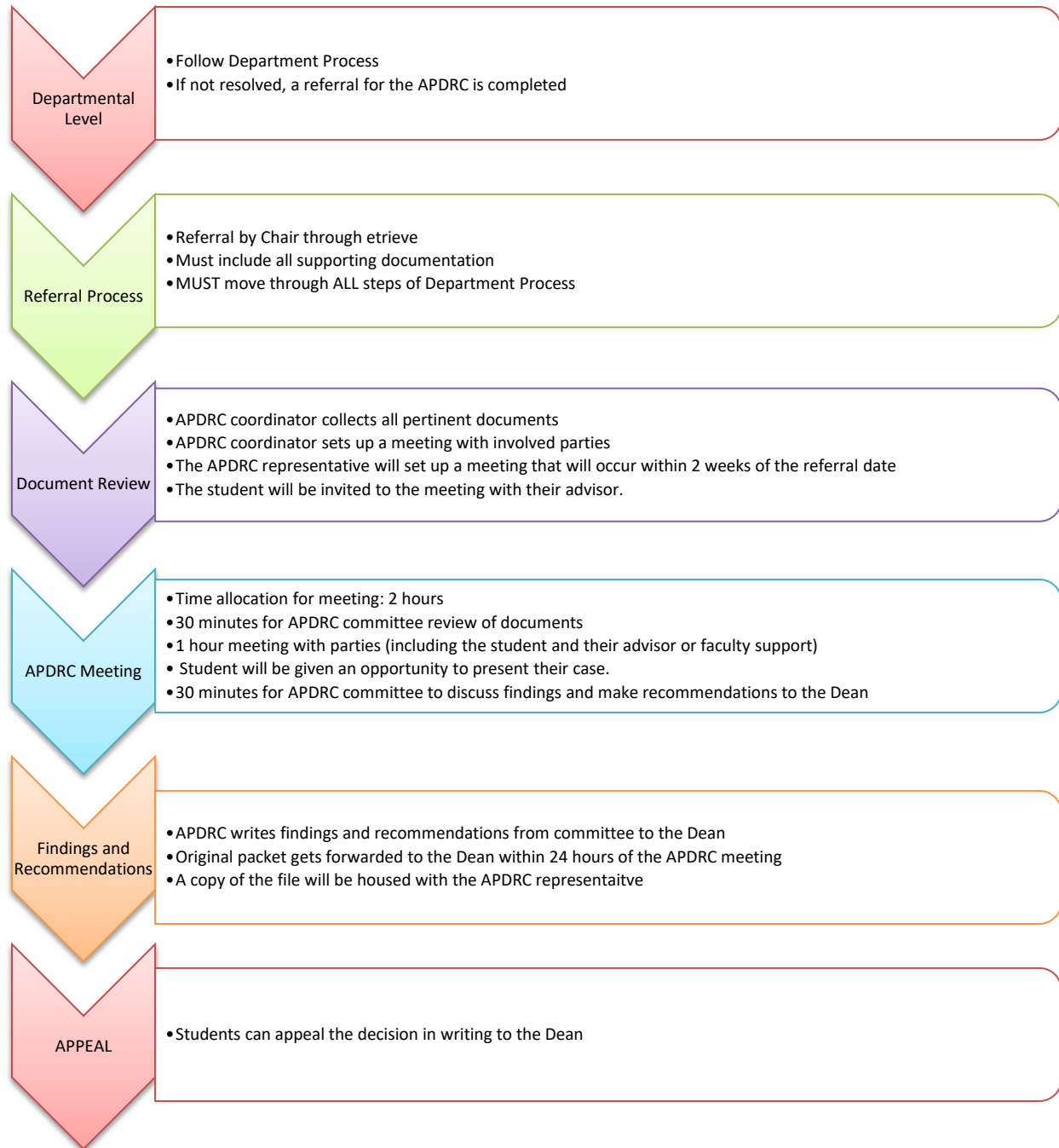
The Process

1. Each Department will create their own written process for academic and disposition issues that may arise. The SOE already has a standing policy in alignment with NJDOE code for academic requirements that will be maintained and supported by this process. The academic requirements include:

- a. Students must meet and maintain all requirements for the program in which they are enrolled. The Monmouth University website outlines the program requirements for all of the School of Education's programs, and the Monmouth University Undergraduate Catalog and Graduate Catalog have policies on maintaining strong academic standing.
2. Referral If resolution is not achieved at the department level a referral for APDRC review can be made through etrieve.
 - a. Chair Referrals-
 - i. The Department Chair completes a referral through etrieve if a case has not been resolved through the Department's process.
 - ii. All supporting documents will be attached electronically for review.
3. Scheduling of the APDRC Meeting
 - a. Once all documents are received, the APDRC coordinator will work with the committee to schedule a time to review the documents and meet with the referring party, along with any other parties pertinent to the case.
 - b. The APDRC coordinator will schedule a meeting to occur within 10 business days of the referral date.
 - c. The APDRC coordinator will organize the meeting to provide time for file and documentation review, and discussion solely among the committee members so they can formulate their recommendations to the Dean.
 - d. The APDRC coordinator will notify the student in writing by email (read receipt and delivery receipt requested) of the process.
 - e. The Committee functions year round. However, when a referral is submitted during the summer, winter or spring break, or near the beginning of each semester, timeframes will be flexible according to the availability of the committee members. All efforts will be made to expedite these hearings and students will be communicated with in a timely manner. In the event that the University is working remotely due to unforeseen circumstances, the process will continue with communication taking place via email, phone and video conferencing.
4. Meeting
 - a. The documents relevant to the case will be distributed at the beginning of the meeting for individual review. The committee will not discuss at that time.
 - b. Committee members can formulate questions based on the documents and come up with a set of questions to ask during the meeting.
 - c. The student will be invited to attend the meeting with an advisor. An advisor shall be a member of the University community who can include any faculty member (other than the referring faculty member(s)), administrator or staff. Under no circumstances may the advisor be an attorney-at-law or a parent, guardian or other family member. The student is responsible for presenting their own information. Advisors are not permitted to speak or participate directly in the meeting but are allowed to provide guidance and support to the student. Advisors cannot be a witness during the meeting.

- d. The student will have an allowance of fifteen minutes of leeway to arrive for the meeting. Should the student fail to appear or communicate at that point for a meeting, the meeting will start without the student and the student relinquishes their right to be heard before the committee. However, if the committee hears from the student that they have been detained with reason, the committee can determine if they wait for the student or reschedule the meeting.
 - e. The meeting will be facilitated by the APDRC coordinator who will also serve as the time keeper and take written minutes of the meeting. Meetings are not permitted to be video and/or audio recorded by any party.
 - f. The committee will meet after the end of the meeting to deliberate to discuss their findings and recommendations. During deliberation of the committee, it may be determined that additional information is needed that will delay the decision making process. Following deliberation, the committee may request additional documentation that must be submitted within a timely manner. The committee members may need to reconvene to continue the deliberation process once additional information has been provided.
 - g. The APDRC coordinator will complete the APDRC findings and all supporting documents.
 - i. A copy of the findings will be kept in the dean's office.
 - ii. The original form will be forwarded to the Dean within seven (7) business days.
 - h. The student will be provided a copy of the recommendations via email (read receipt and delivery receipt requested) within seven (7) business days of the date of the hearing. In some instances, a decision may be pending additional information delaying the decision. In these instances, the APDRC Coordinator will update the student accordingly via email until a decision is made.
 - i. A copy of the form will be placed in the student's file.
5. Appeals
- a. The student may write of letter of appeal and any supporting documentation to the Dean within ten (10)business days from student's receipt of the form. In the letter of appeal, the student may request a meeting directly with the Dean or request that the Dean review the written appeal and supporting documentation without a meeting. Meetings can be conducted in-person or via Zoom. If a meeting is requested, the Dean shall schedule the meeting within fifteen (15) business days from receipt of the request.
 - b. The Dean shall review the letter of appeal and any supporting documentation and render a decision on appeal within fifteen (15) business days from the meeting with the student or within fifteen (15) business days of receipt of written appeal if no meeting is requested. The Dean's decision is final and the matter shall be concluded with no further recourse.
 - c. The Dean of the School of Education notifies all parties (including the APDRC Committee), in writing, of the decision.

THE DEAN'S DECISION SHALL BE FINAL WITH NO FURTHER RECOURSE.



(Draft of items to be placed on retrieve form)

Academic and Professional Disposition Review Committee (APDRC) Referral Form

Completed By: ☐ Department Chair Name: _____
☐ Designee.

(A prompt will be given to name the student they are referring to the APDRC)

Categorize the nature of the referral:

- ☐ Academic concern
- ☐ Professional disposition concern
- ☐ Academic and Dispositional Concern
- ☐ Other (Prompt to explain)

Reason for referral:

Please attach all relevant supporting documentation